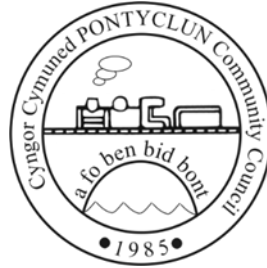


Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE
Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net



Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc
The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

Draft Minutes

Draft minutes the Monthly Meeting of the Pontyclun Community Council held at 7.00 p.m. on Wednesday 8th December 2021.

PCC Member attendance at public Council meetings	2021											
	Jan	Feb	Mar	Apr	May	Jun	14-Jul	27-Jul	Sep	Oct	Nov	Dec
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Gave Apologies												
Absent												

Agenda

1. To receive apologies for absence
 - a. **Councillor Alison Theaker gave her apologies**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **Councillor Carole Willis declared she was Chair of the Groesfaen Gwyrdd group and would not be participating in the consideration of (item 6a)**
3. Presentation from Pontyclun Refugee Support Group
 - a. **The Council agreed to support this group and Councillors Margaret Griffiths and/or Mike Davies would attend future meetings as our representative on their Core group**
 - b. **The Council agreed the Group could say they were Supported by Pontyclun Community Council on their materials and our logo can be used to support this**
4. To Confirm minutes of the Council monthly meeting of 10 November 2021 are a true record and to discuss any matters arising.
 - a. **Minutes agreed as a true record**
 - b. **Matters arising**
 - i. **Point 6. We have received invoice for marquee at Christmas Fayre for £1038 which Council confirmed could be paid**
 - ii. **Point 8. We were unsuccessful in receiving grant funding to support the Science fair. We have asked for feedback as to why not.**
5. Report on grants income for the Council
 - a. **The members noted the grants we were applying for and decided that some of these funds should be used to promote Cafe50 in the community by way of leaflet drops.**
6. Grant requests from the Council
 - a. **Groesfaen Gwyrdd – approved grant of £200**
 - b. **The Young One’s Club – approved grant of £100**
 - c. **Wales Air Ambulance – approved grant of £100**
 - d. **Llantrisant and District History Society (2 requests) – approved grants totalling £200**
 - e. **Marie Curie Cancer – approved grant of £50**
 - f. **Eye to Eye – approved grant of £50**
 - g. **Cantorion Pontyclun – approved £200**
 - h. **Urdd Eisteddfod – approved £100**
 - i. **Clerk to arrange payments accordingly**
7. Report on Café 50 finances
 - a. **The Council noted the report**
8. Report on Vale of Glamorgan Local development plan
 - a. **The Council decided to respond by asking the Vale of Glamorgan to note that they should not agree to development in the area North of Cowbridge given that the transport corridor through Brynsadler and Pontyclun is not able to sustain existing travel and will not be able to accommodate any increase.**
9. Report from SW Police on Crime in the area
 - a. **The Council noted this report**
10. Report on Footpath along Ely River and Otters Bridge
 - a. **The Council decided the following actions**
 - i. **Clerk to claim on Council’s insurance for replacement timber for bridge**
 - ii. **Bridge to be repaired using security fixings so timber cannot be removed again**
 - iii. **Contact RCT CBC to pressure for action to investigate the options for repairing the footpath along river**
 - iv. **Contact RCT CBC to pressure for immediate reopening of path as 2 one-way routes with barriers at the dangerous section, pending full repair of dangerous section**
 - v. **Invite landowner to a discussion with the Council regarding options to reopen path**

11. Report from Social and Cultural Working Group**a. The Council agreed the following actions**

- i. Prior to any decisions regarding development at Cafe50, the proposed area of a lobby to be marked out for Councillors to see
- ii. Forward any minutes of past Neighbourhood network meetings to Councillors
- iii. Invite representatives of RCT CBC team to a Council meeting for them to discuss how they see the networks being implemented in the area.
- iv. The Council expressed their thanks to the Clerk, organisers and volunteers for the Christmas Fayre on 4th December which was well received by the traders and public.

More information and the supporting papers can be accessed on the Council's website.

Members of the public may make representations on any of these agenda items at the relevant time subject to

- **Max 30 minutes total of public representations**
- **Individuals to speak for no more than 5 minutes on one item**
- **Any individual wishing to speak on any item must contact the Clerk before the meeting so that suitable arrangements can be made.**

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

List of Payments made in November are attached for confirmation and noting.

There is one invoice for authorisation. Floodlighting and Electrical's bill for the Christmas lights is £1100 plus vat

Action Members to confirm November payments and authorise payment to Flodlighting and Electrical

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2021	Screwfix Direct Ltd	DD	52.95		Paint
01/11/2021	Screwfix Direct Ltd	DD	19.99		Replace Park Padlock
01/11/2021	Screwfix Direct Ltd	DD	8.99		Bulb for External Light
01/11/2021	Screwfix Direct Ltd	DD	6.99		Mount First Aid Sign
03/11/2021	Rhondda Cynon Taf C.B.C.	FPO	1,580.93		Er+Ee Pens Conts Oct'21
03/11/2021	Auditing Solutions Ltd	FPO	276.00		Interim Audit 2021/22
03/11/2021	Leekes Ltd	FPO	25.02		Maintenance Materials
03/11/2021	Leekes Ltd	FPO	4.45		Yellow Enamel Paint
03/11/2021	Leekes Ltd	FPO	5.73		White Primer
03/11/2021	Leekes Ltd	FPO	4.49		Fix N Grout
04/11/2021	Tesco	BCARD	81.22		Fuel for Community Van
04/11/2021	Amazon Marketplace	BCARD	19.98		x16 Dettol Wipes (50 each)
04/11/2021	Amazon Marketplace	BCARD	5.70		x24 Toilet Cistern Blocks
04/11/2021	Amazon Marketplace	BCARD	7.18		Toilet Brush
04/11/2021	Amazon Marketplace	BCARD	-5.70		x24 Toilet Cistern Blocks
04/11/2021	Amazon Marketplace	BCARD	5.70		x24 Toilet Cistern Blocks
04/11/2021	Amazon Marketplace	BCARD	2.61		x10 Yellow Dusters
04/11/2021	Amazon Marketplace	BCARD	26.89		Roller Blind Repair
04/11/2021	Amazon Marketplace	BCARD	14.97		x2 Diaries
04/11/2021	Amazon Marketplace	BCARD	11.20		Maintenance Materials
04/11/2021	HM Land Registry	BCARD	3.00		Land Search
04/11/2021	CGS Stores Ltd	BCARD	76.20		x4 C-Fold Towels
04/11/2021	Dorset Nursing Supplies	BCARD	40.38		x10 Face Masks (x50)
04/11/2021	Amazon Marketplace	BCARD	48.60		Roller Blinds Repairs
04/11/2021	Sheet Plastics	BCARD	35.01		Acrylic Sheet
04/11/2021	Boverton Nurseries Ltd	FPO	250.80		Bedding Plants
04/11/2021	P K Safety	FPO	50.93		Cleaning Products
04/11/2021	Screwfix Direct Ltd	BCARD	14.19		Dome Nuts x100
04/11/2021	Pontyclun Community Centre	FPO	40.00		Error U3A Hire P/Comm Centre
04/11/2021	Computer Recyclers	BCARD	394.00		Clerk Laptop
04/11/2021	2GoSoftware	BCARD	52.25		Microsoft Fee 2021/22
04/11/2021	Displaysense	BCARD	185.00		Poster Pavement Sign
04/11/2021	DIVA GIFT LTD	BCARD	9.60		x2 Line Marker Sprays
04/11/2021	Argos	BCARD	44.99		Microwave
08/11/2021	British Telecom	DD	61.51		Office Phone+Broadband Oct'21
10/11/2021	Virgin Mobile	DD	8.40		Assist Comm Caretaker Nov'21
11/11/2021	Rhondda Cynon Taf C.B.C.	FPO	172.05		Water Rates 2021
11/11/2021	Rhondda Cynon Taf C.B.C.	FPO	223.18		Water Rates 2020
11/11/2021	Rhondda Cynon Taf C.B.C.	FPO	400.88		Water Rates 2019
11/11/2021	Rhondda Cynon Taf C.B.C.	FPO	5,594.88		Electricity 2019+2020
11/11/2021	Rhondda Cynon Taf C.B.C.	FPO	1,226.94		Gas 2020
11/11/2021	Rhondda Cynon Taf C.B.C.	FPI/RCT	1,604.22		Gas 2019
11/11/2021	Sutcliffe Play South West	FPO	43.66		Repairs in Pontyclun Park
12/11/2021	Evolve Corporate Ltd	FPO	60.80		Workwear
17/11/2021	Sutcliffe Play South West	FPO	121.74		Repairs in Pontyclun Park
17/11/2021	Rhondda Cynon Taf C.B.C.	FPO	150.00		Xmas Fayre Flyers+Banners
17/11/2021	Cashpoint	CPT	160.00		x2 Xmas Trees

Current Bank A/c General

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/11/2021	Catertech Services Ltd	FPO	94.62		Repairs in Kitchen
18/11/2021	Trustmark Design & Print	FPO	60.00		Xmas Fayre Posters
19/11/2021	Swalec	DD	10.42		02 Oct'21 to 01 Nov'21
22/11/2021	HMRC	BP	1,032.14		Tax +NI Conts Nov'21
24/11/2021	Catertech Services Ltd	FPO	84.00		Repair to Falcon Fryer
24/11/2021	G & C Electrical Ltd	FPO	153.00		PAT Testing
26/11/2021	Royal British Legion	CHQ 5535	90.00		x3 Wreaths Remembrance Sunday
26/11/2021	Rhondda Cynon Taf C.B.C.	FPO	1,580.93		Er+EE Pension Conts Nov'21
29/11/2021	IKEA	VISA	19.00		Plates
30/11/2021	Toshiba Tec UK Imaging Systems	DD	43.20		01/07/21 to 01/10/21
30/11/2021	Lloyds Bank	PAY	7.85		10 Sept'21 to 09 Oct'21
Total Payments			16,403.66		

Minutes of Social and Cultural Working Group

Monday 20th December 2021

Present

Mike Davies, Anne Jackson, Gwyn Jackson, Karan Lane, Neil Holley, Martin Ashford, Marg Griffiths.

Apologies

Paul Griffiths

Review of Christmas 2021

The Christmas Fayre was discussed, considering the positives and the negatives as a way of learning lessons for the Christmas Fayre 2022.

Generally, it was felt that the day had been a success for the public and the market stalls and there are some aspects that should be repeated but that some aspects need improvement.

A discussion was held about the purpose of the Fayre and for whose benefit it is provided.

The public like the market. In the past this had been organised by other organisations and not the community council. The PCC to consider who should organise the commercial part of the fayre. One local business in the village said that they had lost business because of the fayre.

In the past the event had been a festival of music and light with the fayre providing a stage for local musicians and choirs. This year the event did not provide this.

If councillors and other volunteers are giving time, then perhaps more emphasis should be placed on the music.

Location

The location is considered good with the stalls and events all being on one side of the road.

Power

It was felt that the PCC should not rely on a stall holder to provide the power. Either the PCC should provide power from Café 50 providing adequate cable covers or ask local businesses or a local householder if the PCC could pay for outside sockets to be installed and that could then be used for the Christmas Fayre or any other event with the PCC paying for the used electricity.

Car Parking

There was insufficient car parking, and it was felt that all community buildings with parking should be asked to support the fayre by opening their parking and that the PCC could make a donation to the organisation.

To ensure that the parking is used, it will need to be well sign posted.

Food Stalls

The food stalls were considered to be adequate although there is a need to provide a tea stall and to provide variation. Stall holders need to know that they need to provide the power as the power provided to the site was not adequate to heat the tea stall urn.

Market traders and Community Group stalls

It was felt that the stall holders should be provided with more information about what they need to provide and be asked to pay for their stall with an exemption for charities and community groups.

It was noted that there had been a suggestion that the stall holders need a break and that volunteers would provide cover. The group did not agree with this and suggested that the stall holders need to make their own arrangements for toilet and tea breaks as this is not the role of the volunteer.

Effect on Local Businesses

One local business had a stall and did well. Another did not have a stall and lost business. In order to ensure that the fayre is a community fayre it was felt that PCC should do a survey of local businesses to gather their opinions.

Marquees

The marquees owned by the PCC are not very strong and were flying around in the wind. It was felt that the PCC need to purchase some stronger marquees / gazebos and ones that can be held down with weights

Music

It was felt that the music had not worked and that it was very disappointing for the musicians themselves who only provided background music. The PCC needs to decide what it wants to provide, a stage for local musicians or recorded music.

- The position was not appropriate for people to stand and listen because of the people traffic.
- The amplification of voices was not good
- By evening, the musicians could not be seen.

- If it had rained there was no cover for the musicians or audience.

Children's Room and Father Christmas

It was agreed that the children's room had worked well and

As long as we can be assured that Father Christmas is DBS checked that the Father Christmas who was present had been popular.

The one fairground ride was popular

The activities in the children's room were popular.

Volunteers

It was felt that more information should have been given to the volunteers working outside about the position of stall holders so that they could organise the stall holders as they arrived without needing to find Julius.

Information and signs

It was felt that a sign is needed at the entrance to Heol yr Orsaf stating that there is no access except for residents.

Toilet Facilities

These had been adequate

Recommendation

It is recommended that the PCC organise the Christmas event on the first weekend of December and that the comments above are discussed and considered.

Christmas Lights

It was felt that it was Ok to light up Pontyclun the week before the Fayre as this reduced the traffic and footfall at the fayre.

However, it was felt that the lights need replacing as many of the strings are under performing and that some of the lamppost lights had not lit up.

Neil offered to make a video of the lights so that we would be aware of the failing strings.

Recommendation

It is recommended that the PCC add a lump sum to the budget or use some of the reserves to pay for new lights.

Micro Grants

The small grants need to be used by March 2022, but it was felt that there was potential to apply. Gwyn informed the group that the film club is to restart in January.

Recommendation

It is recommended that the PCC ask Tara to liaise with Ian and Lorraine from the film group and Gwyn re the Quiz about applications for micro grants

Neighbourhood Network

The Neighbourhood Network group in Llanharan are doing an audit of the availability and use of public buildings.

The working group agreed that this was a good idea and could be done by the PCC. The buildings used for community activities are below and should be contacted requesting them to complete the forms in the first instance as a way of involving them in then idea of the Neighbourhood network. A letter will need to be sent out to accompany the audit form.

Community buildings

- Pontyclun Community Centre
- Café 50
- Pontyclun Athletic Club
- Pontyclun Football club
- Pontyclun Rugby club
- Bethel Baptist church
- St Paul's Church Hall
- Hope Chapel school room
- Miskin Cricket Club
- St David's Church Groes Faen
- YGGG Llantrisant Community Room
- Y Pant
- ????

Recommendation

It is recommended that the PCC undertake their own audit of buildings and their use, using the pro forma set up by the Neighbourhood Network and that Marg liaises with Julius on the letter and implementation.

Picnic in the Park

A brief discussion was held, and it was felt that the Jubilee weekend was the best weekend and that it should be a different event to a Summer Market.

Recommendation

It is recommended that the PCC organise Picnic in the Park on Saturday 4th June as part of the Jubilee celebrations and that it follows the format of previous picnics, low key, children's games, voluntary and community group stalls with coffee stand and beer tent.

Survey feedback

Clerk arranged an online survey post event to seek feedback from various stakeholders.

The following summarises responses received – most questions are optional to help support getting more responses. All replies anonymous.

Across all the surveys the top 3 things that people said worked well were

1. Number and mix of stalls/refreshments/entertainment
2. Organisation
3. Friendly/welcoming atmosphere/layout/location

The top things which we can do something about which were suggested as improvements were

1. More stalls & refreshments
2. Power/lighting
3. Parking options
4. Make more festive eg dressing up
5. Move time slot to start a bit earlier/end earlier

More details by survey can be found below

Musical Entertainers

10 surveys sent 3 replies received

2 rated fair excellent, 1 Average

What went well

- Organisation, traffic management, size of event
- Live music, Food, Bands, Craft stalls
- Good variety of stalls, well laid out, friendly/welcoming
- Plenty of room for bands

Suggestions for future

- Suggest DJ only at start with music acts starting later
- Bigger performance area for larger bands
- Possible disco afterwards

Other points to note

One said they were disappointed that some stalls had long queues making it difficult to buy from them!

Volunteers

22 survey sent 8 replies

5 rated excellent, 3 above average

What went well

- Mix of stalls, refreshments, bands
- Friendly atmosphere
- Layout and location

Suggestions for future

- More variety of refreshments (perhaps try to get Christmas themed ones)
- Better Council gazebos
- Possibly move music to rear so as not to block entrance
- Mulled wine, chestnuts
- Fake snow
- Parking cones & signage

Traders

52 surveys sent 28 replied

24 rated fair excellent 4 as above average

A number of traders commented that this was the best “market” they had ever attended.

“honestly amazing! the best organised market we have ever done! we could LOVE to return and it really was the event of the year with so many people attending!”

What went well

- People to help
- Marketing/Footfall
- Well laid out
- Good range of stalls
- Good comms pre-event and well organised
- Music
- Friendly atmosphere

Suggestions for future

- Start earlier and finish earlier
- Use more space so can be bigger event
- Refreshments for stallholders
- Better lighting
- More marketing materials for stallholders to use to promote fair
- Expand to shop fronts on the day
- Get local stores to offer a shopping discount on the day so visitors to use them too
- Run a raffle using items from stalls to help raise funds for the event
- Use marquee for eating/drinking later that evening
- Street entertainers – jugglers, magicians etc
- Consider re dogs in marquee and how to manage better

Visitors to fair

Emailed approx. 800 who had registered on Eventbright and also posted on social media asking for comments

27 replies received

4 excellent; 11 above average; 8 average and 2 each for below average and poor

As there was potentially a very large response rate here we only asked for 1 suggestion to do better next time

What could we have done better?

- DJ too loud, just have quiet background music (one person)
- More stalls, refreshments and rides
- More variety of stalls / bigger
- Better lighting
- Get stallholders to dress up
- Clearer pricing from traders
- Seating (though I do not think anyone actually sat on the seats by Cafe50)
- More kids entertainment
- Review stall locations so busier stalls set away so their queue did not cause issues for others
- More/better parking options
- Children's ride too expensive
- One parent travelled from Bridgend by train and was disappointed that we were not as good/festive as Cardiff

Cyngor Cymuned Pontyclun Community Council

2021 Christmas Fayre feedback

Summary of event

On the day the Christmas fayre in 2021 spread across the Community Centre, Café 50 and the Council's car park in Heol yr Orsaf. It consisted of

- 2 Fairground attractions including 1 ride
- Santa Grotto
- Music provided by DJ and 7 local acts
- Marquee containing 16 trading stalls
- 16 outdoor trading stalls with own gazebos
- 3 food stalls and 2 drink outlets
- 9 trading stalls inside Community Centre
- 5 kids craft/games areas inside Café 50

In addition one food vendor and one outside stall did not show on the day and another had cancelled the day before due to covid and was not replaced.

Many stalls sold out and virtually all stalls the Clerk spoke to said they had sold far more than expected and much more than at other events they had attended this year (in some cases more than at any event they had ever been to)

It was noted that many shops, cafes etc in Pontyclun were busy all Saturday afternoon. Bethel Church opened their Fairy lights trail in their woods that afternoon too.

Had we stayed at the Athletic club we would probably not have been able to do a fayre of this scale.

Promotion

We had a large turnout of visitors. The Clerk estimates about 3 times (or more) than the last Christmas event in 2019. Whilst the weather was much nicer, this suggests the promotion was successful. Visitors were coming from at least Bridgend and all over Taff Ely area.

There were

- 6 banners across the community
- A4 posters in most shops in Pontyclun and A5 flyers too
- Mention in 2 editions of the Directory
- Eventbrite event – 328 people registered as planning to attend there
- Promotion via facebook & other social media

In addition we were supported by the team behind Shop local Pontyclun who built and managed an events page and that had over 820 people saying they were planning to come to the Fayre.

Promotion included not only about the event as a whole but we detailed which stalls were coming and referenced their social media/web pages. We also promoted messages about parking and Covid health information.

We also asked the stalls to promote on their social media that they were coming to us.

Over 5500 people saw or engaged with our posts in the month leading up to the Fayre – a 220% increase on the prior month.

Stall acquisition

We had many more stalls than in previous years and also a much higher quality of stalls. We made a conscious effort to avoid duplication of products.

Different to previous years, where we (or Macmillan for their part) waited for stalls to approach us after advertising the fayre, the Clerk and Welcome officer identified good stalls using online sources and proactively approached them asking if they wanted space.

This meant that we had a number of very popular traders including some who attend Caerphilly, Cardiff, Newport and Fonmon Castle Christmas markets. A number of these have large social media followings eg one stall from Pontyclun quoted that they have 8000 instagram and 27000 tik tok followers.

In addition to the stalls that attended our promotion meant there was a “reserve” list of over 60 available as back up.

The Clerk liaised regularly with booked stallholders and the reserve list to keep them abreast of developments. We also asked reserves to confirm how much notice they needed so if we had late cancellations it was known who could be slotted in.

As it happens we had 3 late cancellations (Thursday and Friday) which we filled including one where we got a replacement stall booked at 9am on the day of the fayre.

Entertainment

Good range of entertainers, 2 bands, 2 soloists and 3 Choirs.

DJ filling in, making announcements and comparing went well

Of these it was only RCT Wind band and Cantorion Pontyclun that we had used before at Christmas fayre. Bethel band had supported us at Picnic in the Park.

Had the weather been wet the wind band would have been soaked.

Key points

What went well

1. We were lucky with the weather
2. Car park was empty on Saturday morning – suggesting good promotion/advertising asking people not to park there
3. Excellent turnout
4. Good range of stalls, foods and entertainment
5. Promotion and word of mouth generated lots of interest from stalls for spaces. We were still getting requests for spaces as late as the 3rd December.
6. Good reserve list allowed us to backfill cancellations easily

Even better if..

1. The late decision on holding event and going back to our Car park meant lots of work for Office team in a short time. For 2022 we need to decide by at least February on if we are going ahead and to fix date. Also for Picnic in the Park too
 - a. April/May – is year end; internal audit/external audit and in 2022 new council so these 2 months will not have free time to work on the events.
2. Needed a larger pool of volunteers. 5 cancelled on day of event or day before due to illness leaving us a bit short.
3. We were relying on a caterer for power – and they were the ones who did not attend.
4. Parking supply in Pontyclun
5. Bad parking in Heol yr Orsaf by visitors – blocking drives & road
6. Last hour was quieter, though this was probably a good thing as many stalls and the food carts had sold out

Changes for 2022

Assuming same location and format as in 2021, this is what the Clerk has identified to work on-

1. Space for extra stalls – believe we can add about 10 more stalls and an extra 1-2 caterers
 - a. Could also look to see if shops would allow stalls in front of their premises on Cowbridge Rd. - up to 7 stalls could go there too (perhaps for 2023)
 - b. Lay out might need changing to ensure we can meet TEN licence requirements for max numbers at licenced premises
 - c. Try to find a tea/coffee stall of sorts
2. Provide generators ourselves to ensure power supply (hire in on the day)
3. Parking.
 - a. Y Pant and Pontyclun FC have both agreed we can use their car parks as long as they do not have a clashing event. This will increase spaces over 2021. Clerk looking at 2 more options to add extra spaces.
 - b. More promotion of parking options – perhaps a sign at each parking location (£60 for 8 banners) saying this is Christmas Fayre parking
 - c. Engage police to see if Heol yr Orsaf can be coned to stop obstructive parkers
4. Weather protection. Purchase a couple of additional gazebos so that we can provide more temporary cover for entertainers. This would give us a 9m by 6m cover rather than 9m by 3m as in 2021. (Cost up to £300)
 - a. Some Visitors can go into Community Center/Café 50 and marquee for shelter and outside traders have a gazebo
5. Stallholder support
 - a. Briefing document to be more explicit in telling stallholders
 - i. to dress warm, bring lights and chairs
 - ii. to bring weights for gazebos (despite the wind a few did not in 2021)
 - iii. Where toilets are

- b. Offer chairs for stallholders in Community centre and marquee who cannot bring their own
 - c. Consider how we can help sole traders who might need a comfort break or to go and buy food/drink. This will need volunteers
6. Toilets
- a. Signage at Cafe50 outside toilet to tell people there are more toilets inside
 - b. Put an extra check in to make sure towels etc are OK (needs volunteers) – not a problem in 2021 but uif we are bigger next year it might
7. Timings
- a. Suggest starting at 1.30 and finishing at 6 (or perhaps 5.30)
 - i. Because of set up times we cannot really start before 1pm at absolute earliest
 - ii. We should not shorten too much as we would breach our TEN licence numbers allowance.
8. Promoting Council services/Café 50
- a. Might be sensible to purchase pull up banners to promote Cafe50 services and use them in the lobby areas which everyone walks past.

Cyngor Cymuned PONTYCLUN Community Council

Planning Application relating to Pontyclun Primary School

The planning application for rebuild of the primary school in Pontyclun has now been published under reference 21/1669/10.

Full details can be found at the RCT Planning website [here](#).

You will need to accept terms of access and then search using the reference above

Action Members to consider commenting on application and propose wording should they decide to

Cyngor Cymuned PONTYCLUN Community Council

Memorial bench

Members will recall that earlier this year there was a fatal accident at the river crossing by the Hollies

The person who survived this accident has raised funds for a memorial bench to remember the gentleman who was killed in this accident and after speaking with the widow they are asking RCT CBC for permission to install the bench on the grass at Maes y Felin crescent. This would be opposite the war memorial and add symmetry to the location as there is one bench there currently (on RHS as you look from War Memorial)

The donors wish the bench to be looked after long term by the Community Council and assuming that RCT CBC agree to installation the Council is asked to accept ownership, so we look after it going forward. Funds have been raised to cover the cost of the bench and installation.

Action Members to consider accepting this bench into Council ownership

Cyngor Cymuned PONTYCLUN Community Council

Council Covid measures

With the latest Covid measures in place from Welsh Government the following has been implemented by the Officers

1. Café 50 remains open with groups asked to Socially distance to 2m when present and wear masks unless eating/drinking. This is in addition to using santiser and wiping down surfaces after use (which we ask for now)
2. Seating arrangements have been adjusted to allow for this.
3. Staff working has been adjusted slightly
 - a. Council staff rota for Office has been adjusted so only 1 person in at a time
 - b. As the law now requires working from home unless there is a reasonable excuse Office staff are only in around opening hours with the rest worked from home
 - c. Caretaking staff have rescheduled their work so that all work that can be done at home is done on same days so they too only come in with a “reasonable excuse” where on site work is required.
 - d. These changes mean that we will continue to have an Office open to the public, the public toilets remain open and we will be maintaining our normal litter pick/bin emptying regimes as well as maintaining equipment as required.
4. RCT adult services team will continue to offer a lunch service Monday- Friday following the relevant Government guidelines. They will start again wef 10 January 2022.

As a result of the current position with Covid in the area many groups are delaying restart in 2022 so Café 50 is fairly quiet at this time.

We know that not many people visit the Office in person so the Council could make the decision to close (at least on some days) until restrictions ease without causing too many issues for the public.

Action Members to confirm

1. **That they wish Office to remain open provided officers believe they can operate safely for staff and residents with queries.**
2. **That they are happy for groups which can meet in accordance with Welsh Government guidelines to continue to do so.**

Cyngor Cymuned PONTYCLUN Community Council

Notes from Admin working group meeting 5th Jan 2022

Attendees – Councillors Paul Griffiths, Neil Holley, Margaret Griffiths, Carole Willis, Martin Holley. Julius Roszkowski (Responsible Financial Officer of the Council)

Council budget 2022-23

The Council prepares a budget and agrees a precept each year.

This allows the Council to plan to ensure that we have sufficient funds available to meet all our contractual requirements, our resident needs and Council plans.

It also allows us to monitor progress through the year

Recommendation to Council

The Admin. working group considered the position regarding proposed expenditure, income, and reserves to reach a recommendation for a budget for 2022-23.

This took into account an estimate for inflation and known changes in price assuming that the services we deliver remain as current. The group was mindful that there will be Council elections in May 2022 and this Council should aim to hand over a sound financial position leaving the New Council options to be able to take forward their priorities.

The group recommends an increase in precept from £128105 to £132584. This is a 3.5% increase resulting in an average band D precept of about £38.13 (increase of approx. £1.29 per property).

As a comparison the 2021-22 precepts for the other Community Councils in RCT are provided below. Members will note our precept (per band D property) is the third lowest in RCT this year and the lowest from those Councils who run a physical Office.

This recommendation uses £2840 of general reserve to fund the budget.

It is worth noting that the significant changes verses last year's budget leading to this increase are (rounded numbers)

- £6.3k - staffing cost increases (inc. NI increase)
- £2.5k – additional budget for utilities
- £1k – new budget line to fund New Councillor training and allowances
- Less £2.5k increase in non-precept income (13% increase)
- Less £0.4k reduction in printing costs following purchase of printer

The detailed budget is provided on the budget spreadsheet provided and the notes below explain the key areas that Council should note when considering this recommendation.

At the end of this paper are four one off items for confirmation by the Council

Action – Council to confirm 2022-23 budget and precept

Notes income

1. Plan based on “normal” year pre covid with additional anticipated hire income from tea/coffee as agreed with the new caterers. Figure pitched at half-way between best and worse-case positions expected and assumes there will be no Covid restrictions in the year.
2. Overall, this results in an increase of about £2.5k on prior year budget
3. The budget assumes that any other in year grants we are successful in obtaining are entirely used to fund additional expenditure and are therefore not included in this budget (on both income and expenditure sides)

Notes - expenditure

1. Expenditure assumes the same levels of service provision remain in place for next year
2. Where next year’s costs are not known, we are assuming inflation at a conservative 3%; Staff costs increase by 3% plus any spine increments. NI increase of 1.5% has also been factored in; “RCT” related costs up 4%
3. After allowing for the above the following are material changes on normal items from this
 - a. Utilities. We budgeted for £2500 in 2021/22 due to pandemic closures. Budget for 2022/23 is based on 2019 costs plus about 10% reflecting significant price increases since then. We should note that whilst we are budgeting for this year the way RCT CBC bills us, these bills may not be received until 2023/24.
 - b. Vehicle running costs increasing by £100 to reflect higher fuel prices
 - c. Planting – increase on last year’s budget but in line with this year’s actuals
 - d. The Music and Video licences will now need to be paid from budget as Earmarked Reserve previously used has now been extinguished - £400 planned v £200 this year
 - e. Reduction in Photocopier costs as contract expired and machine purchased. We are now assuming payment for usage only.
 - f. Reduction in admin costs of £200 on last budget
4. In 2020 RCT advised that they will start claiming a “Service charge” for Café 50 as allowed in lease. This should have started this year, but none has been claimed yet nor any indication given by them of the amount.

The Group recommends that we do not plan for this potential expenditure in 2022-23 and if any is advised to negotiate with RCT to pay in April 2023 (as this can be planned for in next year’s budget round)

5. In May, the Council elections will result in some new Councillors being elected. To ensure that the new Council Members have sufficient training to undertake their roles and that no-one is deterred from standing due to lack of funds the group recommends that a budget of £1k is included in our planning to fund training and Councillor Allowances (£150 flat payment per Councillor to cover costs – this can be declined by Councillors who wish to)
6. The group is recommending removal of the £50 budget line to fund small Community meeting costs. This has not been used in any of the last 5 years and is small so can be funded from general reserve

Notes - reserves

1. The Council has an agreed methodology for setting aside reserves for future planned expenditure to replace fixed assets and known commitments e.g., Election costs.
2. The Clerk intends to undertake a full review with the new Council in the summer of 2022 so that this policy can continue to reflect the needs and aspirations of the new Council
3. For next year bearing in mind the above, the current position with Earmarked reserves and that the General reserve remains within its desired range the Group recommends that we transfer the same amount into Earmarked reserves in 2022-23 as in the current year, with the following five considerations
 - a. No transfer for tools/machinery this year. Fund is nearly at level to replace all large machinery, and this is not expected to happen in next 2-3 years so leave to review in summer 2022.
 - b. Café 50 Kitchen equipment. Up until now we have not set aside funds to replace the kitchen equipment. This is now over 20 years old and reaching the end of its life. Indeed, this year we have spent nearly £700 undertaking repairs

It would be prudent to at start funding a reserve for replacement and the group recommends that an additional £500 is transferred to the Cafe50 earmarked reserve towards this and this amount becomes the new annual transfer amount.

- c. We believe that the £4000 in the reserve to replace the toilets is sufficient to fund this and recommend that no further funds are transferred this year
- d. The group recommends increasing the regular transfer to the Christmas decorations reserve to £1000 a year to ensure that we have sufficient funds to replace these when required.
- e. Our Van is likely to last a further 7-10 years. We currently transfer £2k per year into a reserve towards the replacement cost and based on current value and cost of a like for like replacement this is sufficient.

After 2030 only electric vehicles will be available from new and if we replace the vehicle sooner the Council may choose to switch to an electric van to help support the environment. Our usage would be suitable for electric as we do not do much mileage, so battery range is unlikely to be an issue.

The future costs of an electric vehicle are unknown, and the group recommends that the new Council consider requirements at its review of reserves in the summer.

- f. As we have agreed to take back the Riverside Walk into full Council ownership the Clerk recommends that for now the Pontyclun Park Earmarked reserve is extended to include this land should any needs arise.

Overall, this results in a reduction of transfers to earmarked reserves of £800 from last year

Total reserves on 1st April 2021 were £103.7 of which £56.5k were earmarked. This meant that our general reserve started the year at £47.3k, however we knew that there were outstanding Utility

bills due totalling an expected £6-6.5k so a “real” general reserve of about £41k was in place. Our 2021-21 budget planned to reduce this by £2k.

Based on bills received to date and known plans we are currently forecasting that the general reserve will end the year at about £35-36k so just under the midpoint of our policy range.

Our reserves policy says that provided we have adequate insurance and earmarked reserves are fully funded our general reserve should be between £25k and £50k

The group is recommending that £2840 of the general reserve is used to fund the annual budget.

Special requests, one offs, events etc.

The following are one off items and requests which have been put forward by the public

Pontyclun Park

The Council had a number of requests in the summer to expand our offering there.

These included the following

- Build an additional MUGA
- Build a splash park
- Build a Skatepark
- Put in a roundabout at the park.

The costs for the first three of these would be significant and would also use up a large part of the “free” space in the park. This would be beyond the normal scope of our annual budget and would need us to either receive grant funding or a large amount of Community Infrastructure levy. We would also need to consider ongoing costs

MUGA – likely to cost around £60k. The only location with sufficient space is near the main road and was considered sub optimal when the original MUGA was installed. The Clerk is also aware that the Rugby club are considering work on the rugby pitches next door which may include a 4G surfaced area which would meet many of the outcomes an extra MUGA would deliver

Splash Park – whilst building costs are likely to be high, splash parks also have high ongoing running costs to maintain water quality and safety. Cardiff Council said the old facility at Victoria Park was costing nearly £90k to run each year and this was used as justification to upgrade as newer park would be cheaper. Splash parks are well used when the weather is hot but for long parts of the year would be unused.

Skate parks cost about £100-250 per square meter to build with a small skate park being about 360sqm. We could look at a small half pipe, perhaps in conjunction with RCT using the slope between the park and Rugby pitches

The request for a roundabout has come in a letter from a 10-year-old resident of Talygarn. Depending on specification, it would cost in the region of £5k-£15k to install one in the park.

The group recommends that due to the high costs these are not taken forward at this time – Action Council to confirm

Floral arrangements for Brynsadler

Once again, we have had requests from residents in Brynsadler for floral arrangements.

The Clerk responded with the Council’s agreed policy that we are focussing flowers on larger arrangements where they can be impactful and in particular as a way of attracting people into the main shopping area.

We have also advised that should a community group be created in Brynsadler whose aims were to improve the village (like the group in Groesfaen) that the Council has stated that they would be pleased to work with them to support this. So far none of the people requesting flowers has taken up this suggestion.

This year it was also pointed out that the daffodils which we planted many years ago in the verges have stopped growing in Brynsadler (probably due to being cut back too early) and could we also replace these.

We are however aware that RCT CBC team are looking at extending the “wildflower meadow” regime into Brynsadler and this may be incompatible with additional floral arrangements, particularly daffodils in the grassy areas.

The group recommends that the Environment working group consider this request– Action Council to Confirm

Footpath works in Cefn y Hendy

A resident has asked us to consider some repair work to footpaths at the Hendy. In particular where the path exits Sycamore close. It seems that at wetter times this area (and others around here) gets quite boggy, and the resident has asked could these be filled with bark chippings or something similar.

RCT Footpaths team say they are not in a position to undertake this work, though we believe that when the land at Cefn y Hendy was transferred to RCT CBC they were given funds to help maintain this.

We would need to consider that if we did do this then we may be obliged to do other paths in our community with similar issues.

The group recommends that the Clerk press RCT CBC to review position on maintaining these paths, rather than taking on this obligation ourselves – Action Council to confirm

Community Infrastructure Levy (CIL) funds

We have £838 in our Earmarked Reserve for Community Infrastructure from CIL.

These funds can be used for infrastructure improvements outside of normal budgeting.

The group recommends that that no action is taken with these funds, and they are left for the New Council to decide how best to use these in the future – Action Council to Confirm

Appendix – Community Council precepts 2021-22

Council	Precept £	Band D charge £
Pontypridd	745903.34	71.57
Llanharry	111594	70.00
Llanharan	198735.69	64.56
Tonyrefail	241073	60.54
Rhigos	16000	56.70
Llantrisant	230841	43
Ynysybwl & Coed y Cwm	57000	40.48
Hirwaun	64345.54	39.16
Llantwit Ffardre	254313	38.76
Pontyclun	128105	36.84
Taffs Well	35854	26.29
Gilfach	21000	20.80

Note Gilfach's charge is a 63% reduction on prior year

Expenditure - excluding items from Earmarked reserves or where agreed to pay from General reserve

Item	2020-21	2021-22		2022-23
	Actual	Budget	Projected	Recommended budget
Staffing costs	95376	98320	99500	104600
Café 50 Service charge	0	0	0	0
Utilities	0	2500	7817	5000
Street lighting	111	120	119	130
Refuse	988	1100	1100	1144
Non domestic rates	2016	2300	2008	2100
Vehicle running costs	1145	1500	1600	1700
Tree costs	500	1000	1000	1000
Grass cutting	1933	1900	1950	2010
Maintenance & minor projects	2924	3500	3500	3500
Planting	1687	1630	1886	1870
Tools & Equipment	108	700	847	600
H&S / Protective equip	876	800	800	840
Cleaning costs	777	800	900	900
Telephony/Broadband	715	960	920	960
Insurance	1386	1450	1430	1500
Website	385	300	300	300
Software/Hardware	972	700	700	700
Training	215	500	200	500
Travel expenses	47	50	50	50
Licences	0	200	175	400
Subscriptions	1326	1330	1359	1420
Office rent	3836	3920	3863	3990
printing	908	800	660	380
Audit cost	665	750	750	750
Admin & stationery	366	700	500	500
Remembrance Sunday	75	125	160	160
Community Grants	2161	2500	2500	2500
Community Meetings	0	50	0	0
Community Events	3599	3800	3800	4000
New Councillor allowance	0	0	0	1000
Total costs	125097	134305	140394	144504

INCOME

Item	2020-21	2021-22		2022-23
	Actual	Budget	Projected	Recommended budget
Caterer rent	800	3300	3380	3380
Grass cutting	300	300	300	300
Other income	88	0	5900	300
Café 50 hire	410	1800	2400	3800
Donations	162	2900	2450	3000
Grants received	11970	9720	10220	9720
Footpath grant	960	480	480	480
Fundraising events	500	500	300	500
Total income	14690	19000	25430	21480

Net expenditure	110407	115305	114964	123024
Transfer to earmarked reserves in annual budget	9250	13200	13200	12400
		Funding from general reserve		2840
Precept	122100	128105	128105	132584

increase
3.50%

Note - figures quoted exclude one off items funded from reserves and items funded directly from non recurring one off grants received

Ear Marked Reserves position

Reserve	Proj. Spend in 2021/22	Amount in fund expected at year end	Recommended amount – if different from actual	Policy recommends to trf	Transfer in 2021-22	RFO recommendation for 2022-23
Street furniture		1950	7000	700	700	700
Pontyclun park		20654	26000	4350	3000	3000
Trees	1000	2000	3000	2000	2000	2000
Hardware/ Software	450	1500	1250	250	0	0
Vehicle		12000		2000	2000	2000
Machinery/tools		2493	4500	800	800	0
Elections		7250		1600	1600	1600
Café 50		2288	10000	1500	1500	2000
Office		400		100	100	100
Toilets		4000		1000	1000	0
Café 50 RCT Homes	280	0	Sinking fund to pay for licences at café 50	0	0	0
Christmas		500		500	500	1000
Sheds grant funds		1312	Grant for specific items			0
ICF grant (dementia)	790	600	sinking fund for Dementia support			0
Floral planters replacement	4200	2500	sinking fund to replace planters			0
Contact the elderly/Reengage grant		100	One off for event	0	0	0
CIL		838	infrastructure fund			0
TOTALS		61385		14800	13200	12400